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***Administrative and Management
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National Weather Service Time and Attendance Program, NWSI 1-705
NATIONAL WEATHER SERVICE TIME AND ATTENDANCE PROGRAM***

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SUMMARY OF REVISIONS: This directive supersedes Regional Operations Manual Letter W-14-95, dated August 23, 1995, filed with WSOM Chapter E-03.

<u>Signed</u>	<u>06/21/04</u>
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Director, Western Region	

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1. Introduction. The purpose of this supplement is to delegate approval authority and to provide guidance on reporting requirements for overtime, compensatory time, and holidays worked.
2. Definitions.

Unscheduled overtime is authorized work, in addition to the basic work week, which is not part of the fixed schedule.

Scheduled overtime is authorized work, in addition to the basic work week, which is part of the fixed schedule.

Overtime is all work that is performed by an employee that has been officially ordered or approved in excess of their scheduled basic work day or 40 hours in an administrative work week.

Compensatory time is time off in lieu of pay for equal amounts of irregular or occasional overtime work.

Holiday work means non-overtime work performed by an employee during a scheduled daily tour of duty on a holiday.

3. Delegation of authority. MICs, HICs, and Division Chiefs, and those acting in those positions, are delegated authority to approve overtime, compensatory time, and holidays worked. CWSU MICs must get overtime authorization from the FAA, Air Route Traffic Control Center (RTCC) manager. Overtime work will normally be scheduled and approved in advance.

a. Regularly scheduled overtime will generally be due to shortage of staff because of vacant positions, extended sick leave, training, etc. (refer to the list of categories in the Appendix)

b. Unscheduled overtime will generally be due to emergencies or unplanned situations such as to cover for unexpected absences, emergency repairs, to add more staff to cover adverse weather conditions, etc. Lead Forecasters may approve overtime work in these situations in accordance with the Station Duty Manual.

4. Reporting Requirements

4.1 Overtime/Compensatory Time. Each pay period during which overtime/compensatory time is authorized requires submission of a CD-81 (Authorization for Paid Overtime and/or Holiday Work, and for Compensatory Overtime). All work covered on a CD-81 must be for a single pay period. The pay period number must be indicated on the form. If a corrected CD-81 is submitted, please indicate in red, "Corrected" at the top of the form.

a. The CD-81 will be sent to Western Region Headquarters, Administrative Management Division (AMD), ATTN: Budget. Do not send it to WASC Human Resources Division. If overtime or compensatory time hours appear in the payroll system without a matching CD-81, the appropriate approving official will be notified by AMD with a letter requesting the necessary CD-81.

b. Block 11 of the CD-81 must be filled in with a category from the list in the Appendix.

c. When compensatory time is converted to overtime by the Payroll Office, the timekeeper needs to submit a CD-81 for the pay period during which the compensatory time was worked.

4.2 Holidays Worked and CD-81's.

a. Rotating Shift Workers. **We are not requiring CD-81's** for holidays worked on a scheduled shift rotation. In a 24/7 operation, it is understood that employees have to be scheduled to work on holidays. The approved fixed schedule, which must designate the employee's holiday, will serve as a cross reference if questions arise as to who worked on holidays. The fixed schedule does not have to be filed with the T&A files, but should be retained for the same amount of time as T&A records (6 years).

b. Employees Who Do Not Work on a Rotational Shift Basis. **CD-81's are required** for non-shift workers who work on a holiday, e.g., ET's, WCMs and SOOs not working shift, ASAs, WRH personnel, etc. The reporting requirement is the same as for overtime/compensatory time above.

5. Monitoring. This information, in conjunction with the DOC accounting system, is used by Western Region Headquarters to track overtime usage. Each approving official is expected to monitor overtime usage closely to assure proper use.

APPENDIX - Overtime Categories

1. **WEATHER AND WATER RELATED** - Overtime required by significant hydrometeorological events and/or workload related to such events. This is usually unscheduled overtime.
2. **ELECTRONICS MAINTENANCE** - Overtime for general maintenance, site relocation, or short notice equipment repair. Scheduled overtime required to fill behind another employee who is absent for an extended period should be reported in the STAFF SHORTAGE category.
3. **CO-OP MAINTENANCE** – Overtime for general maintenance, site relocation, or short notice equipment repair of Cooperative Program network equipment.
4. **OUTREACH** – Overtime to coordinate with users and customers, to conduct spotter training, and to do awareness education talks to schools, civic groups, emergency managers, etc. Use this category for non-maintenance related cooperative observation network work such as awards ceremonies, finding new observers, etc. This is usually scheduled overtime.
5. **SICK LEAVE / FAMILY MEDICAL LEAVE** - Overtime necessitated by planned or unplanned sick leave or family medical leave. Normally notification and approval occur after posting the “fixed” duty schedule. Scheduled overtime to fill behind an employee on extended sick leave or family medical leave should be reported in the STAFF SHORTAGE category.
6. **ANNUAL LEAVE** - Overtime will generally not be authorized to fill behind employees on annual leave. When justified, the reasons should be documented and the overtime authorized prior to posting of the “fixed” duty schedule.
7. **STAFF SHORTAGE** - Scheduled overtime to cover staff shortages due to vacancies or extended family medical or sick leave. Note: This does not include staff shortages due to annual leave or training.
8. **TRAINING** - Scheduled overtime related to shift coverage while other station personnel attend training.
9. **REIMBURSABLE** - Overtime funded by reimbursable agreement. This is primarily the Fire Weather program and includes overtime required to fill behind an employee who is out on a reimbursable assignment, e.g., IMET. The only other reimbursable category would be overtime by CWSU employees.
10. **PROGRAM MANAGEMENT** – Overtime to develop and/or maintain systems or procedures in support of operations such as CRS/NWR programming, verification, IFPS customization, station documentation, required reports and summaries, participation in team conference calls, etc.
11. **MISCELLANEOUS** – Overtime that doesn’t fall into any of the above categories.